

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**January 24, 2012**

Committee Present: Larry Richardson, Harold Roeder, Jr., Jack Niflot, Nadia Rajs, Fred Peckham  
Committee Absent: None  
NPS Partner: Don Hamilton  
Staff: Laurie Ramie, Dave Soete, Cindy Odell  
Guests: Cheryl Korotky, Patricia Jeffer (6:54 p.m.)

The UDC's Operations Committee held its monthly meeting on Tuesday, January 24, 2012 at the Council office in Narrowsburg, NY.

**Election of Chairperson and Vice-Chairperson:** Current Chairperson Richardson called for nominations. Richardson noted that traditionally, the Chairperson of the UDC has chaired the Operations Committee. A motion to nominate Rajs as Chairperson was made by Roeder and seconded by Peckham. She was elected by a voice vote. A motion to nominate Peckham as Vice-Chairperson was made by Niflot and seconded by Roeder. He was elected by a voice vote. Rajs conducted the remainder of the meeting.

**Approval of December 20 Meeting Minutes:** A motion by Roeder seconded by Peckham to approve the December 20 meeting minutes was carried with Richardson abstaining due to his absence from that meeting. There was no public comment on the agenda.

**Public Relations/Fundraising Specialist's Report:** Ramie stated that now is the time we would like to confirm the date and venue for the 24<sup>th</sup> annual awards dinner. She proposed keeping it on the 4<sup>th</sup> Sunday of April which this year is April 22<sup>nd</sup>. She added the dinner is to be held on the New York side of the river this year and that she checked with The Carriage House in Barryville, which is available. She was quoted \$25 per person for the event and listed what was included for that price. The committee also discussed potential invitations for keynote speaker. Richardson made a motion to accept Ramie's recommendation. It was seconded by Roeder and carried. Richardson suggested looking for co-sponsors for this event to help defray some of the costs. After discussion, it was decided to explore this idea at greater length.

Ramie reported that the Norcross Wildlife Foundation grant was filed on January 11<sup>th</sup>. The Norcross Board will be reviewing it at their Spring 2012 meeting and we would find out by mid-May if we have been awarded the grant to help fund four new desktop computers for the UDC office. She included a portion of the 7-page application and her letter of request for members' review. A discussion of installation services and rates and updating software took place. Richardson suggested, if the Council could find the funding, purchasing a NeatDesk. NeatDesk is a high-speed desktop scanner and digital filing system that turns your paper into organized digital files. He feels it would be a great investment and cut down on a lot of the paper in the UDC office.

Ramie told members they could read through the rest of the Activity Highlights on her report at their leisure and noted her list of pending projects which included the FY 2011 UDC Annual Report, updating the Visitor Information Map & Guide, preparing the Spring/Summer 2012 "The Upper Delaware" newsletter, and news releases.

**Acting Executive Director's Report:** Ramie reviewed her written report handed out. She affirmed membership of the Personnel Subcommittee which currently consists of Niflot, Peckham, Rajs and Richardson. She told them Odell's 6-month probationary period ends on February 29<sup>th</sup> and asked if they could be available at an earlier time the evening of the next Operations meeting in order to perform an evaluation. Members agreed to meet on February 28<sup>th</sup> at 6:00 p.m.

Ramie told members that all efforts to locate the keys to the Council's safe deposit box have been unsuccessful. A motion to have the box drilled was made by Peckham, seconded by Richardson and carried. It was determined to find out what the contents are and then decide whether to retain the box or not.

Ramie said that new business cards are needed as the current cards are no longer valid because of staff's new e-mail addresses. A motion to authorize the printing of new cards was made by Richardson, seconded by Roeder and carried.

Ramie suggested the Council apply for a credit card as long as no fees are involved. She noted that some expenditures can only be made on-line with a credit card. An example is renewal of the anti-virus software for the computers. To date, staff has been putting these expenditures on their own personal credit cards and then are reimbursed. Rajsza recommended developing a policy for the use of the credit card.

A request to change the time of the monthly meetings from 7:30 to 7:00 was received by Ramie. Richardson suggested polling members, especially NYS DEC, DRBC, and PA DCNR, as they often travel the furthest, for their input before establishing a new policy. Ramie noted any change would not take effect until the March meeting as the February meeting has already been advertised for the usual 7:30 starting time. Ramie feels having a little more consistency with our meeting times would be less confusing for people. It was decided to poll members and bring it up for discussion next month.

Ramie asked members for their thoughts on setting up a River Management Plan (RMP) review workshop. Rajsza anticipates a review of the RMP would be an all-day event. Ramie noted that an update of the UDC's Five-Year Operating Program is going to have to be done as the current one expires on Sept. 30, 2012. She said the last time this was done, a retreat was held offsite and people who were the original drafters of the RMP attended. Roeder commented that was a very, very valuable session. Richardson feels a review of the RMP should be done first and then address the five-year plan. A discussion of who would attend such a workshop and how to fund the event took place. Richardson wondered if the National Park Service would be able to help fund it. Richardson suggested sending a note out to the town and township boards asking them to poll their members for a head count of who may be interested in attending. After much discussion about a date, it was decided to set a tentative date of March 24<sup>th</sup> with a back-up date of March 31<sup>st</sup> at a venue to be determined.

Ramie reported the UDC website had been compromised and the transfer of the site to a different host server was authorized. Dorene Warner of W Design performed this move the weekend of January 7<sup>th</sup>. Warner's investigation suggested that the security weakness that had compromised the site was located in the photo gallery. The photo gallery has not been re-installed. As of January 11<sup>th</sup>, scans of the website have come back "clean". W Design has been posting new content on the UDC's behalf pending their creation of a new access pass for Soete to use for website updates. A discussion of the possibility of this incident happening to other websites and the fact that *The River Reporter* website was similarly attacked took place.

Ramie reminded members that at the February 2<sup>nd</sup> UDC meeting, the election of the Vice-Chairperson, the administration of oaths, group photo, and a reception will take place.

Ramie highlighted financial issues that were outlined on her report. Also handed out, was a letter to the NPS concerning budget modifications and a copy of the UDC's revised budget for FY 2012. Ramie noted that the bottom line of the budget is the same but reallocations had been necessary to meet the terms of the UDC's Cooperative Agreement with the NPS. A discussion of monies expended for legal fees took place.

Ramie also provided members with a February calendar of upcoming activities including a couple of meetings that are currently being established. Peckham pointed out that the February Operations and Project Review meetings and the March UDC meeting will be in the same week. Rajsza questioned Ramie about the February Local Waterfront Revitalization Committee meeting. Ramie told her the date and venue are to be determined.

### **New Business**

**UDC Building Update:** Odell reported that the bid from Symanski Electric received back in November and presented at the November 22 Operations Committee meeting was confusing and presented incorrectly at that time. As a result, bids were again solicited from Symanski Electric of Cohecton, NY and Schwatz and Mall of Youngsville, NY. The bids were provided to members in their packets. Peckham made a motion to table the lighting work in lieu of the money expended for legal fees. The motion was seconded by Richardson and carried. The committee will reconsider this work if funding becomes available.

Odell said that the fuel line froze up again on January 10<sup>th</sup> and that repeated attempts to reach the individual who services the oil burner were unsuccessful. An alternate person to contact if this should happen again was presented. Much discussion took place concerning heat tapes, fuel additives and fuel tank

replacement. Hamilton said he would inquire if Park Service assistance might be available with installing the heat tape.

Odell reported that the new office cleaners started on December 31<sup>st</sup> and so far the arrangement is working out.

On December 30<sup>th</sup>, Odell said she received an e-mail from the Frontier Business consultant stating that she had been advised that the office handling taxes has made us exempt and copied another office to issue credit on past taxes paid by the UDC.

Odell reiterated what Peckham had pointed out earlier about the fact there will be two meetings in the same week at the end of February. The Operations and Project Review Committees will meet on Tuesday, February 28<sup>th</sup> and the full council will meet Thursday, March 1<sup>st</sup>. Minutes for those two committees may not be available due to the timing.

**Proposed UDC Bylaw changes:** Richardson noted that he and Mr. Fluhr were on a By-laws review committee in 1994 and there were some issues that had come up. A handout that included a memorandum dated 1/25/94 with attached proposed changes in the UDC Bylaws was in members' packets. He reported that no action was ever taken, but some of the issues are similar to those we have experienced recently. He suggested looking them over and deciding if they should be further explored. Richardson suggested putting it on the agenda for next month in order to allow members time to review them. He feels the Operations Committee should review them and if they decide to modify them, it would be a recommendation of the committee to the full council for their approval. Peckham questioned what the qualifications for changing the By-laws are. Richardson said it will be researched and presented next month. Ramie noted that the letter handed out stated "According to Article XVII, Section 2 of the UDC Bylaws, 'each member shall be notified in writing of any proposed bylaw amendments at least one month prior to the meeting at which a vote will be taken on such amendment.' It was agreed to address this issue at next month's meeting.

**Summary of Pending Bills 12-20-11/Financial Statements:** Ramie brought attention to the three 2009 TAG payments on the abstract. She said they had been approved at the full Council meeting on October 6<sup>th</sup>, 2011, but were not put on the abstract at that time. This matter was brought to staff's attention by Rajsz who called the council office to say that Lumberland had not received its check. Ramie pointed out the Firmstone bill was for 290 gallons of fuel that had been delivered. She explained a discrepancy on the abstract she noticed concerning attorney bills and added that it does not change the bottom line of the legal fees expenses to date that she reported on earlier in the meeting. Peckham asked if a list of legal expenses could be available to committee members at next month's meeting. Ramie said she would do that. She added the health insurance costs looked higher this month because three months were paid for and noted the costs don't take into consideration that Odell contributes for her family plan from her paycheck. A motion to approve the bills was made by Richardson, seconded by Peckham and carried. Financial Statements as of 12-31-11 were provided for review. Richardson suggested start looking for budget categories to transfer additional funds to Legal Services if needed.

**External Meetings and/or Travel Requests:** Ramie reported on four upcoming meetings that involved travel from the UDC office. A motion by Richardson to allow Ramie to travel to external meetings was seconded by Niflot and carried.

**Other:** None

### Old Business

**Report on 6-23/24 Wild and Scenic Rivers Act Training Workshop:** Soete said he had not had time to provide the written summary requested yet. Rajsz said it would be tabled to next month. Soete noted he has already reported on it verbally and provided handouts. Rajsz asked if he could simply type up an outline of what took place.

**Other:** None

**Public Comment:** None

**Adjournment:** A motion by Peckham, seconded by Roeder to adjourn the meeting at 7:46 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 1/27/12*